UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

YOUR REFERENCE

OCT 1 9 1972

TO HEADS OF DEPARTMENTS AND AGENCIES

I am writing to apprise you of our current situation and future prospects
in the vital area of executive manpower resources.

From all indications, the Administration's proposal for a new Federal
Executive Service is not likely to be passed by Congress in this session.
Furthermore, there appears to be no likelihood that Congress will authorize
an increase in the number of supergrade quota spaces available before next
session, at the earliest.

This will make it essential for all of us to make a concerted effort to
manage our present resources effectively. Therefore, I urge you to
review carefully the supergrade positions established in your agency to
assure that each is being utilized as efficiently as possible.

Every effort should be made to manage on a Department-wide or agency-wide
basis the quota spaces now assigned to you by the Commission. Component
parts of your organization should not be permitted to fill these positions
routinely as they become vacant. In this manner, you will be able to
recommend to the Commission the use of vacant supergrade positions in
whatever portion of your organization you feel the need is greatest.

I also strongly urge you to consider restructuring vacant supergrade
level positions so that they can be filled at grade GS-15, at advanced
salary steps of that grade where appropriate.

Other alternatives available to you include avoiding the establishment of
"deputy" and "special assistant" positions at the supergrade levels.
Continuing review of declining programs should also be emphasized to identify
functions which can be consolidated and positions which are no longer needed.

If you do not plan to fill a vacant supergrade position at this time--
for whatever reason--please identify this position for us in order that we
may redesign this supergrade resource to a high Administration priority
program until such time as you are ready to use it. This will permit us to
make maximum use of our limited supergrade resources.

I must also urge you to avoid if at all possible requesting exceptions to the time-in-grade requirements of the Whitten Amendment. The severe shortage of quota spaces, and the continuing Congressional interest in the administration of the Whitten Amendment, require us to interpret the Amendment's "hardship" criterion very strictly.

I fully recognize that the current situation presents a severe challenge to senior managers at all levels. However, I am confident that, through our common effort, the most pressing needs of the Federal service will be met until legislative relief can be obtained. I know that I can count on your wholehearted cooperation in this effort.

Robert E. Hampton
Chairman

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OFFICIAL ROUTING SLIP

STATINTL

TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Intelligence		
2			
3			
4			
5			
6			

ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	

Remarks:

The attached is forwarded as background for discussion at the Deputies Meeting on 14 December.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Executive Director-Comptroller	

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